



## City of Des Moines, Washington

### JOB DESCRIPTION



## COMBINATION PLANS EXAMINER/ BUILDING INSPECTOR

Regular, Full-time

**Salary Grade:** 21

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Non-Represented

**EEO Category:** Technicians

### Job Summary

Under the direction of the Building Official, performs mechanical, plumbing, and commercial/residential building inspections; inspects construction sites, installation methods and materials, and construction details of commercial, multifamily and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements.

### Job Duties and Responsibilities

- Examines construction plans of residential and commercial structures to verify compliance with all applicable building, plumbing, mechanical and energy codes. Examines all structures and all plans for all structures for all State and Local Laws and ordinances.\*
- Inspects structural, plumbing, and mechanical installations for compliance with the appropriate construction codes, applicable regulations and the approved plans and specifications.\*
- Answers questions by telephone, at the counter, or in the field regarding: code requirements for construction, plumbing, structural, energy, sound transmission control, mechanical and ventilation; permit application requirements, permit processing times and other construction related questions.\*
- Maintains permit and complaint records and files.\*
- Operates computer equipment to maintain inspection records and generate notices and other written materials.\*
- Monitors construction projects to detect conditions which may require changes in the construction sequence; informs builders of code violations and necessary action for compliance.\*
- Operates related equipment including calculator, levels, gauges, scales and tape.\*
- Investigates and resolves complaints concerning alleged violations of City ordinances; assists City departments with concerns related to new and existing structures.\*
- Maintains knowledge and expertise in the area of construction codes, materials and techniques.\*
- Reports for scheduled work with regular, reliable and punctual attendance.\*

- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.\*
- Performs related duties as assigned.\*

\* = Essential Functions

### **Necessary Knowledge, Skills, and Abilities**

- Knowledge of International Building Code (IBC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), State and Local Construction Codes.
- Knowledge of field inspection methods, procedures, and techniques.
- Knowledge of construction procedures and methods.
- Knowledge of plan review procedures.
- Knowledge of report preparation and records maintenance procedures.
- Knowledge of oral and written communication skills.
- Knowledge of technical knowledge of specific systems to be inspected.
- Knowledge of interpersonal skills employing tact, patience and courtesy.
- Knowledge of health and safety regulations.
- Ability to perform field inspections of facilities under construction or alteration.
- Ability to verify compliance with assigned building codes and City ordinances.
- Ability to work and communicate effectively with the public, contractors, developers and co-workers.
- Ability to resolve conflicts in a positive manner.
- Ability to read and interpret codes and plans.
- Ability to work independently with little direct supervision.
- Ability to organize and maintain accurate records.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to walk, stand and climb for extended periods.
- Ability to lift, stoop and carry objects properly.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to maintain prompt and regular attendance.
- Ability to observe legal and defensive driving practices.
- Ability to relate to other people beyond giving and receiving instructions.
- Ability to coordinate, organize, and prioritize work, follow directions, instructions and protocol in the course of duties assigned.
- Meet schedules, time lines and work independently with little direction

### **Education and Experience Requirements**

- Two years of college level work in building technology or related field and two years experience in general building construction.
- Experience as a building inspector or plans examiner in a public agency may be substituted for the education requirement on a year for year basis.

- ICBO or ICC certification may be substituted for the education experience at the rate of two certifications per year of education.

### **Special Requirements**

- Maintain a valid Washington State driver's license with good driving record.
- Incumbents must possess a valid ICBO or ICC certification as a Plans Examiner or Building Inspector within one year of hire and maintain such certification throughout employment
- Familiarity with electrical codes and installations highly desirable.
- Successful completion of a criminal history and background check.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.
- Occasionally required to work a varying schedule including evenings and weekends.
- These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 7/11/14.